



## Michigan Supreme Court

State Court Administrative Office  
Judicial Information Systems  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, Michigan 48909  
Phone (517) 373-8777

Marcus F. Dobek, Director  
Judicial Information Systems

### MEMORANDUM

DATE: October 5, 2005  
TO: JIS Court Administrators  
FROM: DCS Team  
RE: Tracking Civil Filing Fees earmarked for Drug Court

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In accordance with PA151, effective 10/1/05, we are making the following suggestions to allow the courts to track the portion of the civil filing fee that is to be earmarked for drug courts:

- 1) Add Civil Cash Code **CVLD** to Cash Code File with a Default Amount of \$5.00
- 2) Reduce the Default Amount of CVL1, CVL2 and CVL3 by \$5
- 3) When ringing civil filings for possession or claims up to and including \$10,000 use the additional cash code of CVLD

A screen sample is attached to assist in adding the new cash code.

If you have questions regarding this recommended procedure change, please feel free to contact the Help Desk at 888.339.1547.

Sample Cash Code Screen:

HAPPY VILLAGE		Cash Codes Update	
Division	C	(T=T/C, C=Civil, M=Miscellaneous)	
Cash Code	CVLD	Description on Receipt	CVF DRUG-\$5
Group Code	F	Hot Key	_
Screen Priority		Default Amount	5.00 T/A Type _
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">             Select a screen priority near civil filing fee cash codes           </div>			
Account ID	Percentage	Venue	Transmittal Line# State Form Local Form
CVL FILE FEE	100 %	-	-
<div style="border: 1px solid black; padding: 2px; width: fit-content;">             Account ID may vary by court           </div>	— %	-	—
	— %	-	—
	— %	-	—
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">             Indicate line number money is to be reported to on the Local Transmittal           </div>			
F1-Clear   F4-Prompt   F5-Venues   F6-Transmittal File   F23-Delete F24-Previous Menu   Page/Roll   Help			